

CHAPTER 3 NEW RELEASE ENHANCEMENTS AND CHANGES AFFECTING MAT SUBMISSIONS

Chapter 3 contains a listing of the enhancements and changes for TRACS 2.0.1.B release. This chapter is organized into the following major sections:

1. Section 3.1 Release 2.0.1.B MAT Enhancements and Changes
2. Section 3.2 TRACSMail
3. Section 3.3 Special Interest Items
4. Section 3.4 Special Claim Specification Change

Release 201B is driven by the requirements of the Section 8 Contract Administration Implementation Team (SCAIT) and the requirement imposed upon Housing to collect accessibility data on units. This release includes modifications to MAT record format to collect additional data as required by SCAIT and Housing. TRACS release 2.0.1.B affects the Tenant and Voucher/Payment System.

3.1 Release 2.0.1.B MAT Enhancements and Changes

Release 2.0.1.B changes in the MAT occurred for the following reasons:

1. Multifamily Housing requirements to collect accessibility data on units
2. SCAIT requirements for Contract Administrators to administer project-based HAP contracts for HUD.
3. Prepare for moving communications to the Internet by moving contract, project, and subsidy type edits to the MAT

MATHR Transaction Header Record

The MATHR record is being replaced with application specific header records. Data that pertain to all transactions in the submission have been moved to the header record. This includes project name, project number, contract number, ca id and subsidy type, which are now validated in the MAT subsystem. Therefore, MAT errors are generated for these fields instead of fatal and/or discrepancy errors. This means that all transactions between a XXXHR and XXXND must be for the same contract and/or project and subsidy type.

Fields have been added to the header records to collect OA and CA software and software release data as well as fields for OA and agency defined data.

MAT changes for MATHR in TRACS Release 2.0.1.B affects:

VCHHR: Voucher Header Record

TENHR: Tenant Header Record
MAT10.Section 2: Basic Record
MAT15: Unit Address Record
MAT70: Unit Transfer/Gross Rent Change

Contract Number, Project Number, Subsidy Type, and Project Name data elements are no longer collected on the MAT10, MAT15, and MAT70 records. This data is now collected on the VCHHR or TENHR records.

3.1.1 MAT Tenant System Changes

TENHR replaces **MATHR** for the tenant transactions.

MAT changes affecting Mailbox Id

The 20 position mailbox id is was broken into two fields for release 2.0.1.B. Project's Telecom Address and Sender's Telecom Address.

Project's Telecom Address formerly positions 11-20 of the Mailbox Id is assigned by HUD.

Positions 1-5 must contain "**TRACM**"

Positions 5-10 assigned by HUD

Sender's Telecom Address formerly positions 1-10 Mailbox Id is assigned by HUD to senders submitting data to HUD. Mandatory for CA's receiving submissions and forwarding them to TRACS. Note: Project's Telecom address may be the same as the Sender's Telecom address.

Positions 1-5 must contain "**TRACM**"

Positions 5-10 HUD assigned number

The Contract Number can only be submitted on the header record.

If the contract number is not in TRACS the MAT error generated is:

A4: Transmission Rejected: Contract Number not in TRACS

If the contract number is administered by a PB CA and the CAID is not entered the MAT error generated is:

A7: Transmission Rejected: CAID Required

If the contract number is not administered by a PB CA and a CAID is entered the MAT error generated is:

A5: Transmission Rejected: CAID entered for Non-CA contract

The Project Number can only be submitted on the header record.

If the project number is not in TRACS the MAT error generated is:

A8: Transmission Rejected: Project Number Invalid

The Subsidy Type can only be submitted on the header record.

If the subsidy type is not 0,1,2,3,4,5,7,8, or 9 the MAT error generated is:

A2: Transmission Rejected: Invalid Subsidy Type

If the subsidy type is 1,7,8, or 9 and the contract number is blank the MAT error generated is:

A1: Transmission Rejected: Contract number required for subsidy type

If the subsidy type is 2,3,4, or 5 and a contract number is entered the MAT error generated is:

A9: Transmission rejected: Subsidy Type should not have a contract number

If the subsidy type is 0,2,3,4,5,7,8, or 9 and the project number is not entered the MAT error generated is:

A3: Transmission Rejected: Project number required

MAT changes for accessibility codes

Accessibility data are collected to report on the occupancy of the accessible units in the project-based housing inventory. The owner or management agent must report the family accessibility features required by the family occupying the unit in addition to reporting the accessibility features of all units. The accessibility codes, mandatory for Release 2.0.1.B, affects:

MAT10 Section 2 - Basic Record

MAT15 - Address Record

Accessibility Indicators are:

Mobility Impaired

Hearing Impaired

Visual Impaired

MAT10 Section 2: Basic Record Changes

The future field (F) **Security Deposit** is now activated in release 2.0.1.B as a mandatory on Condition (MOC) field in anticipation of receiving and validating Special Claims detail data in the future. The security deposit is required for Section 8, PAC, and PRAC tenants.

Extremely Low Income amount was added in Release 2.0.1.B for the enforcement of income targeting. This field is required for Section 8.

The former field **Certification Type**, is now **Transaction Type**. It remains a mandatory field.

The valid codes are:

AR - Annual Re-certification (Formerly “4”)

CR - Converted from RAP to Section 8 (Formerly “2” plus Converted From Program Type = “R”)

CS - Converted from Rent Supplement (Formerly “2” plus Converted From Program Type = “S”)

IC - Initial Re-certification (Formerly “3”)

IR - Interim Re-certification (Formerly “5”)

MI - Move In (Formerly “1”)

3.1.2 MAT Voucher System Changes

VCHHR replaces **MATHR** for the tenant transactions.

MAT changes affecting Mailbox Id

The 20 position mailbox id is was broken into two fields for release 2.0.1.B. Project’s Telecom Address and Sender’s Telecom Address.

Project’s Telecom Address formerly positions 11-20 of the Mailbox Id is assigned by HUD.

Positions 1-5 must contain “**TRACM**”

Positions 5-10 assigned by HUD

Sender’s Telecom Address formerly positions 1-10 Mailbox Id is assigned by HUD to senders submitting data to HUD. Mandatory for CA’s receiving submissions and forwarding them to TRACS.

Positions 1-5 must contain “**TRACM**”

Positions 5-10 HUD assigned number

The Contract Number can only be submitted on the header record.

If the contract number is not in TRACS the MAT error generated is:

A4: Transmission Rejected: Contract Number not in TRACS

If the contract number is administered by a PB CA and the CAID is not entered the MAT error generated is:

A7: Transmission Rejected: CAID Required

If the contract number is not administered by a CA and a CAID is entered the MAT error generated is:

A5: Transmission Rejected: CAID entered for Non-CA contract

The Project Number can only be submitted on the header record.

If the project number is not in TRACS the MAT error generated is:

A8: Transmission Rejected: Project Number Invalid

The Subsidy Type can only be submitted on the header record.

If the subsidy type is not 0,1,2,3,4,5,7,8, or 9 the MAT error generated is:

A2: Transmission Rejected: Invalid Subsidy Type

If the subsidy type is 1,7,8, or 9 and the contract number is blank the MAT error generated is:

A1: Transmission Rejected: Contract number required for subsidy type

If the subsidy type is 2,3,4, or 5 and a contract number is entered the MAT error generated is:

A9: Transmission rejected: Subsidy Type should not have a contract number

If the subsidy type is 0,2,3,4,5,7,8, or 9 and the project number is not entered the MAT error generated is:

A3: Transmission Rejected: Project number required

The MAT30 Section 2 is expanded to add more functionality for the PBCAs. The PBCAs will add data the MAT30 section 2 record prior to forwarding it to TRACS. Additional discrepancies and fatal errors, and informational messages will be provided as a result. The date the voucher was submitted to the CA, the date the CA submitted the data to TRACS, the amounts the CA approved for payment, and the amounts requested by the OA must be included in the data forwarded to TRACS.

3.2 TRACSMail

TRACSMail was developed to replace the SprintMail system. TRACSMail was built on iPlanet Messaging Server and is a closed network application that allows information to flow between all clients (e.g. Owner to Contract Administrator or Owner to HUD) and HUD. The most notable differences between interfacing with SprintMail and interfacing with TRACSMail are:

1. In SprintMail MAT files were submitted as text in the body of a SprintMail message. In TRACSMail MAT files are submitted as text file attachments to a TRACSMail message.
2. The MAT files created for submission through SprintMail were given an extension of .mat or whatever a user preferred. TRACSMail requires that MAT files have an extension of .txt.
3. In SprintMail only vendor IDs (TRACV) could be used to submit data to the test system. In TRACSMail any TRACSMail ID can submit MAT files to either test or production based upon the message is address. Messages with production MAT files attached must be addressed to TRACMPROD. Messages with test MAT files attached must be addressed to TRACMTEST. Messages responding to the MAT files submissions will be returned to the in-box of the sending TRACSMail address.
4. Whenever a password reset was needed in SprintMail the TRACS Help Desk had to do this for you. TRACSMail provides the capability for individual users of TRACSMail to reset their own password through Delegated Administrator.
5. In SprintMail users are required to insert a TO/FROM header with their MAT data. TRACSMail will insert the TO/FROM headers in all text files attached to messages sent through TRACSMail, therefore do not insert TO/FROM headers in MAT files submitted through TRACSMail. This also means that Service Bureaus and CAs must remove the TO/FROM headers from any MAT files received from owner/agents before sending them to TRACS (TRACMPROD/TRACMTEST).

3.3 Special Interest Items

A. Certification Processing

The following modifications for TRACS 201B affect certification processing submitted by three types of MAT transactions: MAT65s (terminations), MAT40s (move-outs), and MAT70s (gross rent changes/unit transfers).

1. MAT Transaction Header (**TENHR**) for 201B contains the project and contract number fields. These additional fields enable the MAT transaction to find and process only the certifications for the project or contract specified. The danger of a MAT transaction affecting a tenant's certification under a project or contract other than the one specified in the TENHR has been eliminated.
2. Certification Effective Date has been eliminated from these three MAT transactions. Users no longer need to be concerned with matching the certification effective date of a stored certification. This permits a MAT transaction affecting multiple certifications instead of just one belonging to the specified head tenant and project. This is particularly useful when submitting a transaction retroactively and fulfilling the need of applying the action against all certifications qualified by the "date of the transaction affecting the household certification" (i.e., transaction effective date in MAT70, moveout date in MAT40, or term effective date in MAT65.)
 - a. For example, if a MAT40 is submitted to TRACS and there are 5 certifications for the household already in the database for a particular contract, then one or more of the certifications may qualify for being affected by the moveout. It mostly depends on the moveout date (transaction effective date). Suppose the owner/agent had inadvertently sent a MAT10 IR and AR for the household but later realized that a moveout should have been sent instead of these last two MAT10s. So, the owner/agent submits the MAT40 moveout retroactively. If the moveout date of the MAT40 is after the first 3 certifications but prior to the last 2 certifications, then the only last 2 certifications will have a moveout processed against them. Because the family has moved out of the project, the subsidy payment should not take affect for those last 2 certifications. TRACS is processing only one moveout for the household but updating all of the applicable certifications so that the subsidy payment can be accurately adjusted for the monthly voucher.
 - b. For each certification affected by one of the MAT transactions, an additional certification is created in the database and identified with the type of action (termination, moveout, ut/grc). Each of the new certifications added in this manner carries the same certification effective date as the certification affected but is stored with the next higher change sequence number.

3. As a new enhancement, for each successful moveout, termination, or grc/ut, a confirmation message will be sent back to the user who submitted the transaction.
4. Future moveout transactions will no longer be accepted since the 4350 Handbook states that they must be after-the-fact.

3.4 Special Claim Specification Change

“Traditional” CAs:

As announced at the March 2002 Industry Meeting, CA_Ids will not be used in TRACS MAT transactions for “traditional” CAs until further notice. The CA Id will not be used in the VCHHR or TENHR, and not as the first five positions of the Claim Id in the Special Claim Record, MAT30, Section 5. The 201A rules should continue to be followed with the Claim Id: The first four characters will be “1299” followed by an audit number assigned by the CA. The Claim Id should be in the leftmost positions of the 14-character Claim Id field.

PB CAs:

The PB CAs will be expected to submit their CA Id in the TRACS MAT VCHHR and TENHR records. They will not need to submit their CA Id as the first five positions of the Special Claim Claim Id. They can continue to follow the 201A rules and submit a Claim Id of “1299” followed by a five-character audit number assigned by the PB CA. The nine-character Claim Id is to be entered in the leftmost positions of the Claim Id field. Alternatively, they may use their five-character CA_Id followed by a nine-character audit number, as described in the TRACS Release 201B Industry Specification.

Owners and Management Agents:

The Special Claim Intranet application that was to be used with Release 201B special Claims has been overtaken by events and the repeated delays in Release 201B implementation. The Special Claim Intranet application has been withdrawn to be replaced with an Internet/Intranet Special Claim process scheduled for August 2002 release. Field offices will continue to return to the owners and management agents the nine-character Special Claim Ids as in the past. The first four characters of these Claim Ids are the field office area and office code, and the last five characters are the audit number. The nine-character Claim Id is to be entered in the leftmost positions of the Claim Id field.